

Toolbox Talk

03. Accident, Incident & Near Miss Reporting

What?

- An accident is an unplanned, unexpected event that results in injury or ill-health
- An incident is a single distinct event that has caused or has the potential to cause damage to an organisation's business systems, facilities, or personnel.
- A near miss is an unplanned, unexpected event that does not result in injury or ill-health but sometimes causes property damage

Why?

- As part of our learning experience and ability to improve we need to investigate all incidents
- We need to know about all incidents involving our employees and our contractors so that we can take suitable action
- We need to establish the root cause so that we can identify the correct actions
- All incidents have two things in common - they all have:-
 - An outcome
 - Factors that cause the incident

Do



- ✓ Report all incidents as soon as possible after they occur
- ✓ Record all incidents using the AIR2 reporting platform
- ✓ Make sure your Manager/Supervisor has the details
- ✓ Inform your Manager/Supervisor if you need to leave site for treatment
- ✓ Participate in any subsequent investigation by giving all the facts
- ✓ Keep and show any evidence to help verify the facts
- ✓ Help by suggesting what should be done to prevent a recurrence

Don't



- ✗ Assume everyone who should know, knows!
- ✗ Ignore incidents which occur
- ✗ Assume people know you are absent from work following an incident
- ✗ Forget to obtain first aid treatment no matter how slight the injury
- ✗ Leave site without informing your Manager/Supervisor



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